

Richmond Tri-Cities Local Human Rights Committee Minutes

Group A

March 20, 2012

Hosted By: Safe Haven, Inc. 6432 Elkhardt Rd. Richmond, Va 23225

Committee Members Present: Tarah Comer, Chair; Simone Mitchell, and Donna Edmonson

Members Absent: Janet Mitchell, Jimmy Christmas, Veronica Harper

Others Present: Michael Curseen, Regional Advocate; Walter Small, Human Rights Advocate; John Gibbs, Guest from Nami-Vocal; Matt Marvell, Ashley Vemnitz, Guest from Good Neighbor Homes

Affiliates Present (Group B): Life Construct: Eunice B. Gilchrist; **Lumzy's Residential Services:** Brianne Jones, Earnie Lumzy, Jr.; **Mercy 'N' Grace Residential Services:** Deninez Moss; **Open Arms Family Services:** Aisha Lewis Mason; **Renewing Family Services:** Frederick Rogers; **Safe Haven Inc.:** Adeola Adeyemi, Nina Lekwuwa, Tai Bamisile, Dr. Grace Ilori; **The Wellness Group Youth Family Services:** Mr. Franco; **Substance Abuse Consulting Services Inc.:** Eugene Simone; **Taylor's Enhanced Living:** Gregory Relafal; **Transitional Adult Residential Care:** Dorothy Warren, Linda Davis, Della Warren; **Wilkerson Consulting Services:** Thomas Chase; **Youth Pathway, LLC:** Hannibal Tuck

Affiliates Absent (Group B): *None*

- I. Call to Order:** Meeting was called to order by Tarah Comer at 6:30 pm.
- II. Introductions:** Introductions were made by each LHRC member and provider present.
- III. Approval of Minutes:** Minutes from January 17, 2012 meeting were approved. Minutes from February 8, 2012 business meeting were also reviewed and approved.
- IV. Public Comments:** Michael Curseen announced that he will no longer the LHRC meetings due to changes in his schedule.
- V. Old Business**
 - 1. LHRC Follow-up for periods May 18, 2001- July 8, 2011**
 - a. Renewing Family Services- quarterly report received
 - b. Halo, Inc.- quarterly report received
 - c. Good Neighbor Homes- quarterly report received

2. LHRC Follow-up for periods July 9, 2011- September 30, 2011

- a.** Faith and Family Services- quarterly report received
- b.** Family Transitions- quarterly report received
- c.** Good Neighbor Homes- quarterly report received
- d.** Halo, Inc.- quarterly report received
- e.** Hope, Unity and Freedom- quarterly report received
- f.** Renewing Family Services- quarterly report received

VI. New Business

1. Review of RTC LHRC Business Meeting Items

- **Managing the LHRC Meeting Time:** Board committee will arrive at 5:30 pm on the day of meeting. The meeting will be called to order at 6:00 pm sharp. Each organization/member **must** be on time
- **Restructuring of Agenda Items:** Tarah Comer announced that representatives of each provider will no longer read reports aloud (effective March 20, 2012). Provider must submit reports prior to meeting in order for committee to have ample time to review the report. Providers will be called forth only if there are any major concerns. Providers will be called forth in the order of which reports were received. In the future, providers will be able to open a portal to upload and submit reports via internet. All quarterly report due dates are provided on report form (dates were changed so that all providers report during the same range of dates). Day reported should reflect reporting quarter.
- **Recommendations for Citations:** any violation of regulations is grounds for citation recommendations.
- **Citable Violations:** Tarah Comer reviewed common violations that are citable by licensing. These violations included the following: Failure to attend meetings, Submitting reports past due date, Failure to submit requested follow ups, and any other violation of Human Rights.

2. Review of LHRC Revised Meeting Dates and Reporting Months Schedule

No Changes were made. All providers must submit reports by the due date regardless of whether or not provider was in attendance.

3. Review of LHRC Expectations RE: Provider Attendance at LHRC Meetings

All providers must be present and on time to meetings. LHRC will request citation by licensing to any provider who fails to attend meetings.

4. Review of LHRC Expectations: Provider Request for Written Documentation

Any requested documentation must be submitted at time of request.

VII. Secretary Report- Review of Attendance

All representatives from each provider were on time and in attendance.

VIII. Office of Human Rights Comments:

FOIA Training: Walter Small briefly reviewed the Freedom of Information Act. All public bodies must have an annual FOIA review which covers all meetings, records, and work sessions. FOIA meeting requirements include the following:

- FOIA meetings are open to all public unless requested otherwise. Reasons for closed meetings include: Protection of privacy records, Individual matters not related to the public, interviews. In this instance, minutes are not mandatory and committee cannot vote in closed session.
- Committee must give notice of meeting at least 3 business days prior to meeting
- At least one copy of the agenda packet must be provided to public participants
- Minutes are required.
- If at least one member of each provider is present, other members may participate via phone.
- Board may not vote on decisions by secret ballot.

Community Abuse & Neglect Report Form- Training:

- Michael Curseen reviewed questions 1 and 4 for clarification. Staff from each provider must be able to recognize and report abuse. Staff must explain the proactive steps taken to ensure LHRC remains in compliance. Provider must answer question in its entirety.
- Abuse and neglect must be reported within 24 hours of incident. Investigation report is due within 10 days of submission of neglect report

Peer on Peer Reporting (Neglect):

- Provider must explain steps taken to redirect/prevent peer on peer reporting.
- Peer on Peer is considered as neglect.

X. Next Meeting Scheduled: May 15, 2012- Group A Hosted by *Changing Fazes*

XI Executive Sessions: LHRC board members and membership applicants met after meeting.

XII. Adjournment: Meeting was adjourned at approximately 7:50 pm